

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSISTANT WATER SYSTEM OPERATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Assistant Water System Operator is the second level in a six level Utilities Water System Operator series. Incumbents are responsible for performing semi-skilled and skilled duties in the testing, cleaning, maintaining, inspecting, repairing, installing, repairing surface and groundwater treatment, distribution, construction and operation of water systems.

The Assistant Water System Operator is distinguished from the Water System Operator-in-Training by its responsibility for performing semi-skilled and skilled water system operations activities. The Assistant Water System Operator is distinguished from the Water System Operator, which performs journey level, skilled water systems operations activities and may serve as lead worker, making work assignments and determining completion of work.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|--|-------------------------|
| 1. | Reads meters to determine and document chemical levels, including calculating chemical dosage. | Daily
10% |
| 2. | Performs routine testing, cleaning, preventative maintenance, and repairs on water system equipment associated with surface and groundwater treatment and distribution to ensure efficient and effective operations. | Daily
20% |
| 3. | Inspects plant equipment for proper performance; prepares related work orders to resolve performance problems. | Daily
10% |
| 4. | Collects surface and groundwater samples and prepares for submission to laboratory facilities. | Daily
10% |
| 5. | Assists in the installation of a variety of water system equipment at pump stations and/or other applicable locations which, depending on assignment, may include: water mains, valves, meters, fire hydrants, pressure regulators, pumps and tanks, surface and groundwater treatment equipment, distribution, production equipment, and/or other water system infrastructures. | Daily
50% |
| 7. | Performs other duties of a similar nature or level. | As
Required |

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8.	<u>Operates heavy equipment such as backhoes, cranes, tractors, and other equipment used in the construction, repair, and maintenance of the water system infrastructure.</u>	<u>Daily</u> <u>10 – 30%</u>
9.	<u>Collecting water samples Title 22 compliance.</u>	<u>Weekly</u> <u>10%</u>

Training and Experience (positions in this class typically require):

- One year of experience in the testing, cleaning, maintenance, inspection, repair, installation, replacement, construction, distribution and operation of water systems is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- State of California Driver's License, Class C
- Water Distribution Operator Certificate, Grade D1
- Water Treatment Operator Certificate, Grade T1

Some positions, based on assignment, may re:

- Commercial Class B License
- Commercial Class A License

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Deleted: Valid Water Treatment Operator Certificate, Grade T1, or a Water Distribution Operator Certificate, Grade D1, issued by the State of California, Department of Health Services, within 12 months of assignment.

Plumbing and pipe fitting techniques, practices and procedures

Knowledge (position requirements at entry):

Knowledge of:

- Mathematical concepts;
- SCADA Systems;
- Building and construction trades, methods, principles, practices and techniques;
- Plumbing and pipe fitting techniques, practices and procedures;
- Applicable tools and equipment utilized in water system operations;
- Basic water system design and operational principles
- Computers and applicable software and database systems;
- Safe work practices and procedures.

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Skills (position requirements at entry):

Skill in:

- Preparing and performing mathematical calculations
- Implementing or performing routine repairs, installations of water system equipment
- Collecting water samples
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Locating mains, pipes, hydrants, and meters
- Safely operating and maintaining applicable tools and equipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Deleted: <#>Using a computer and related software applications;¶

Physical Requirements:

Positions in this class typically require: bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007